

## **School of Radiography Policies**

### **Admission**

The Sanford Medical Center Fargo School of Radiography is committed to upholding all federal and state laws that preclude discrimination on the basis of race, sex, age, religion, national origin, marital status, sexual orientation, disabilities, weight, height or veteran's status. The program endeavors to admit qualified applicants interested in pursuing a career in professional radiography. As with all students, applicants will be considered on an individual basis. Up to six students are accepted in the program on a competitive point system each spring. Students who have met the requirements can expect to graduate in 21-months, following successful completion of the structured clinical education plan. The application form may be obtained from the campus of enrollment or be downloaded from the School of Radiography website. The outcomes data are also available on School of Radiography web site. The completed application and all supporting documentation must be received by December 15. If considered for selection, a personal interview is scheduled the first two weeks in January, weather permitting. Selections are made in one week and the applicants will be notified by e-mail. An acceptance letter must be received within one week of notification with a \$250 acceptance fee included. Student selection are made by the admissions committee on the basis of grade point average, science and math courses completed, past experiences in the health care setting, references and personal interviews. A minimum accumulative college grade point average of 3.00 on a 4.00 scale is required. If not selected, students may reapply the following year by indicating interest in doing so. Handicapped individuals are considered for admission based on their ability to meet the technical standards as described in the application. No otherwise qualified handicap person shall be, solely by reason of handicap, excluded from participation in the program (American Disabilities Act of 1992). The program reserves the right to request references from former teachers and employers. Applicants to the program who have been convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations, must be aware the charges have to be reported to the ARRT (American Registry of Radiologic Technologists). All alcohol and/or drug related violations must be reported. These violations will be investigated by the ARRT in order to determine eligibility to take the registry. Offenses that were committed as a juvenile and were adjudicated through the juvenile court are not required to be reported. Individuals who have violated the Rules of Ethics may request a pre-application review of the violation in order to obtain a ruling of the impact of their eligibility for ARRT examination. The individual may submit a pre-application form at any time either before entry or after entry into an approved educational program.

### **Criminal Background Checks**

The criminal background check is completed by the campus of enrollment. The information will be shared with the program prior to the interview.

### **Orientation**

Prior to beginning clinical experience at Sanford Medical Center Fargo, students will be informed about confidentiality, Standard Precautions, communicable diseases and radiation safety and monitoring. Students are required to receive the general orientation program offered by Sanford for its associates. The information provided in the general orientation is intended to acquaint the student with Sanford

Medical Center Fargo's programs and general policy guidelines. Orientation to the program policies and the clinical facility is completed the first week by the program staff. Introduction to the radiology rooms will be done in a rotational schedule to allow for a well-rounded orientation. Introduction to radiation protection will also be completed during the first week.

### **Full Time Student Status**

A regular full-time student is one who has met all the pre-admission requirements and is enrolled at an affiliated university.

### **Withdrawal from The Program**

Any student wishing to withdraw from the program will report to the program director. Following an exit interview, the student will be issued a copy of the withdrawal form and the program director will process the paperwork with NDSU. An unofficial withdrawal results in failure in all courses. The security ID badge and radiation-monitoring badge are to be turned in and the computer access code will be deleted at this time. If a student withdraws from the program, a portion of the cost will be refunded based on the University of Enrollment's regulatory refund policy. The refund policy is outlined in the campus catalog. The student is to contact the University of Enrollment for further information.

### **Readmission**

Any student who has officially withdrawn from the program and is in good standing may be considered for readmission. The former student must submit a letter requesting consideration for readmission to the program director. Reentry would be a year from the time of withdrawal. This would allow a continuation of the course work and clinical requirements, which are sequenced to build on past learning experiences.

### **Grading System**

Grades reflect achievement and competency. Achievement is based on the evidence of tests, class participation, research, proficiency in skills, and/or other means of measurements as defined by the instructor. The letter grade, grade points and numerical grades are assigned as follows:

A	4.0	97-100
A-	3.7	93-96
B+	3.3	89-92
B	3.0	85-88
B-	2.7	81-84
C+	2.3	77-80
C	2.0	73-76
C-	1.7	70-72
D+	1.3	66-69
D	1.0	62-65
D-	0.7	60-61
F	0	Below 60
F	FAIL	
I	INCOMPLETE	
S	SATISFACTORY	

### **Satisfactory Progress**

Academic progress is measured by grade-point average and objectives completed. Maintenance of a 3.0 GPA (grade point average) is necessary to remain in the program. Any course with a final 'D' grade will require remedial course work. A 'C' is required before the student is able to graduate.

### **Academic Warning**

A student with an average grade of "D" or "F" during the term for course work shall receive an academic warning, in writing from the course faculty. The student is required to meet with the course faculty who will advise on the areas of concern. The student will develop a written plan as to how to improve academic standing in that class. The student is then required to meet with the program director to review the proposed plan. Any student receiving less than a "B" grade in the clinical grade will require further evaluation for continuance in the program.

### **Graduation Requirements**

The School of Radiography grants a certificate to qualified graduating students. The University of Enrollment awards the radiologic science degree to students successfully completing the universities' requirements.

### **Early Release Policy**

Sanford School of Radiography does not provide an early release option from the program.

### **Transfer of Credit Policy**

The program does not accept transfer students. If the student chooses to transfer to another clinical education site, an official letter of withdrawal must be provided to the program. The campus of enrollment must be notified of the transferring process also. The program will provide directly to the program, upon written request by that program, a transcript with completed coursework grades and the course syllabi and outline of courses taken to date. Although the curriculum requirements are the same for most radiography programs, the sequencing of the academic courses as well as clinical education schedules varies among the programs.

### **Grievance Policy / Due Process**

A grievance is defined as any academic or nonacademic problem resulting from an alleged unfair, inequitable or discriminatory interpretation, application or implementation of a policy or procedure. A grievance can also result from an issue that may initiate from a nonspecific policy or procedure. An academic grade is not an issue for grievance.

The student who has an academic or nonacademic grievance as a result of a specific event or circumstance will follow the student grievance process. A student may seek outside legal counsel; however, the legal counsel may not represent them at the grievance hearing, as it is a closed hearing. The student also has the opportunity to communicate the issue with the Sanford Medical Education Director.

## **Grievance Procedure**

If a student feels they were treated unfairly because of the application of a policy or program decision, the student has a right to make their problem, complaint or disagreement known to the program, and has the responsibility to do it in a timely, non-disruptive manner. The following process is recommended when addressing these types of issues. A more detailed outline of the process is presented during orientation.

### Guidelines

1. The student discusses the issue with the person involved. The student must complete this step within 5 business days of the incident.
2. If the student is not satisfied with the response, they are to state the issue and requested resolution in writing to the program director within 2 business days of completing step 1 . The program director will review the information and investigate further, if necessary, and will provide the student with a written response to their concern within 7 business days of receiving the written grievance. All information is considered confidential and is discussed with those who have a need to know.
3. If the student is not satisfied with that response, he/she may request to present the grievance to the advisory committee. The student must request this in writing to the program director within 2 business days of receiving the written response in step 2. The final decision will be made at this level and is considered a closed hearing. The closed hearing will be scheduled within 7 business days from receipt of the written request for an Advisory Committee hearing. Final decision is binding.
4. Discrimination complaints are to be filed directly with Human Resources at Sanford Medical Center Fargo.

## **Dress code**

The Program's policy regarding professional appearance outlines the acceptable uniform for the student.

- **Name Badge:** Security identification badges will be worn at all times above the waist and visible to patients, visitors, and fellow employees.
- **Piercings/jewelry:** Jewelry should be conservative and appropriate. Examples of inappropriate piercings/jewelry may include facial jewelry, large ear jewelry (plugs, gauges) or excessive pieces of jewelry.
- **Hair (including facial hair):** Hair should be clean, combed, and neatly trimmed. Hair should be a natural color. Long hair should be pulled back, pony tails need to be neat and clean.
- **Footwear:** Shoes must be clean, polished and in good repair. Clogs, backless and strapless shoes are not allowed. Socks or hosiery must be worn by all individuals who have patient contact. A pair of clean athletic-type shoes should be worn in the clinical setting. Footwear must completely cover the entire top of the foot and shoes must have no holes. Footwear must be consistent with OSHA requirements or as required by state and/or federal regulations. Footwear should be mostly black or white.

- Appearance: Authorized attire will be kept neat and clean. Scrubs and undershirt should fit and cover properly. Scrub pants should not be dragging on the floor. Cosmetics are to be worn conservatively.
- Fingernails: Nails should be well kept, less than ¼ of an inch in length and conducive to giving patient care. Acrylic nails or gel polish (shellac) are not allowed. Well maintained nail polish is permitted but cannot be chipped or cracked.
- Clinical Attire: Dark gray scrubs will be required for attire (2-3 pairs are recommended). The scrubs may be purchased at any uniform shop. White or gray t-shirts may be worn under the scrub shirt-no logos are to be visible. T-shirts are to be tucked in and not hanging below the scrub shirts. Hospital owned scrubs are for in-house wear only and are provided by a scrub dispensing unit. Scrub jackets are to be buttoned up, not hanging open or tied around the waist.
- Gum chewing is not allowed in the clinical setting.
- Classroom Attire: Students are permitted to wear business casual attire or gray scrubs while in the classroom setting. Sweatpants and jeans are not permitted in this professional setting.
- Offensive Odors: Strong scents such as perfumes or shaving lotions can be offensive to patients and should be minimal. Tobacco use is prohibited at Sanford and odors that are disruptive or offensive to others are unacceptable.
- Tattoos: Visible tattoos must be covered.

**\*\*Dress code violations will result in a deduction of clinical grade.**

Students will be responsible for complying with the dress codes and for having their clothes laundered and replaced if worn, torn, or faded.

### **MRI Safety**

Students will have potential exposure to the magnetic resonance environment. To ensure the safety of the student, the students will observe an MRI safety video and complete a MRI screening form the week of orientation. A copy of this MRI screening form will be kept in the student file students are required to inform program staff if there is a change in medical condition requiring a new screening form to be filled out. Prior to the MRI clinical rotation, students will complete the ASRT MRI Compliance Module with a passing score.

### **Pregnancy Policy**

A pregnancy policy has been developed by the program and is reviewed during the interview. It is the goal of this policy to ensure that the pregnant student be informed of the regulations regarding the declared pregnant student which will allow a decision to be based on her individual needs and preferences. Any female student has the option of informing the program officials of her pregnancy. If the student chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of confinement (delivery). In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. If the student does choose to disclose her pregnancy, the program officials will give information to the student to read on pregnancy and radiation exposure. The program will set up a meeting with the student and Radiation Safety Officer (RSO) to discuss this information and any additional radiation protection measures, and to modify the student's work schedule if necessary to limit time in high exposure areas. The student will sign a form acknowledging the receipt of that information and to document the discussion with the SRO. The declared pregnant

student has the option of continuing the educational program without modifications or interruption, modification in clinical assignments, leave of absence from clinical assignments, and/or leave of absence from the program. If the student wants withdrawal of the declaration, there must be a written declaration for such from the student. In most cases where good radiation safety techniques are practiced, no change in the clinical situation is necessary. A second film badge will be issued if working in fluoroscopy where increased exposure might be received. This badge is to be worn at the waist level under any protective shielding. The Pregnant Radiation Student Form and the Pregnancy Policy are to be reviewed and signed prior to starting date of the program. This policy is reviewed with the student prior to the interview and is included in the orientation folder to be reviewed during the first week.